

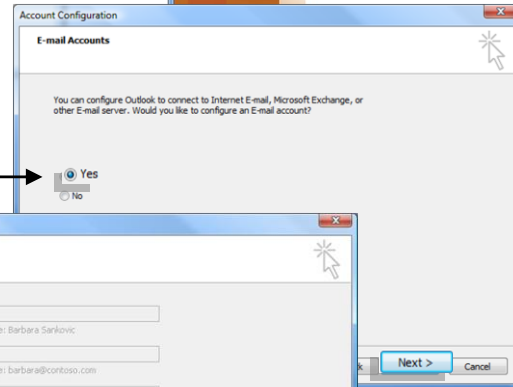
# Outlook 2007 Setup

1. Go to Start > All Programs > Microsoft Office > Microsoft Office Outlook 2007.  
NOTE: If using Citrix, click on the "Outlook" icon.

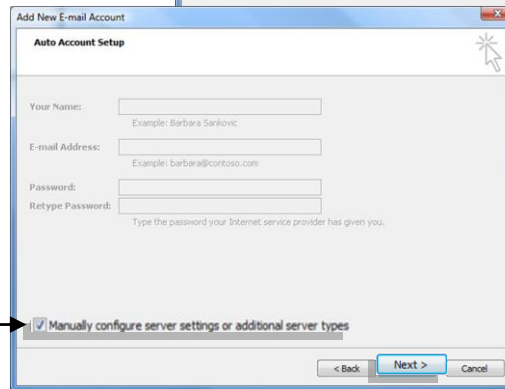
2. "Next" at the Outlook 2007 Startup box.



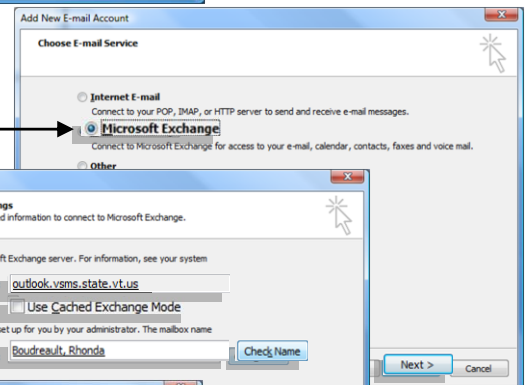
3. "Yes" at the Account Configuration box, "Next"



4. Check "Manually configure server settings or additional server types" box, "Next"



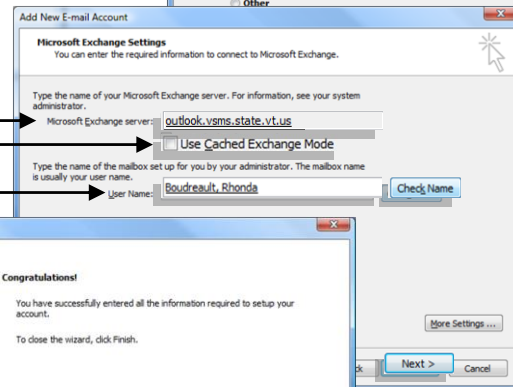
5. At the "Add New E-mail Account box, choose "Microsoft Exchange", Next.



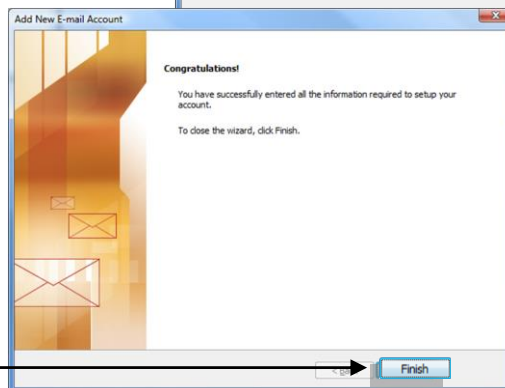
6. Enter **outlook.vsms.state.vt.us**.

7. **Uncheck** "Use Cached Exchange Mode"

8. Enter your last name then click on the "Check Name" button. An underline will appear under the server name and username if found. Next.



9. Finish



To add the Spam Complain folder to your favorites:

1<sup>st</sup>. Click on Folder List

2<sup>nd</sup> Expand Public Folders

3<sup>rd</sup> Expand All Public Folders

4<sup>th</sup> Scroll down the list of folders and locate the SPAM – Complain folder. Right click on it and choose Add to Favorites

5<sup>th</sup> Expand the Favorites Folder (located under Public Folders) then Right click on the SPAM – Complain folder and choose Add to Favorite Folders

**Mail**

**Favorite Folders**

- Inbox
- For Follow Up
- Sent Items
- SPAM - Complain in Public Folders (7945)**

**All Mail Folders**

- Mailbox - Boudreault, Rhonda
  - Deleted Items (1)
  - Drafts
  - FootPrints
  - Important
  - Inbox
  - Junk E-mail
  - Keepers
  - Leslie
  - Outbox
  - Sent Items
  - Troubleshooting
  - VCW
  - VPN - Operations
  - Search Folders

**Mail**

**Calendar**

**Contacts**

**Tasks**

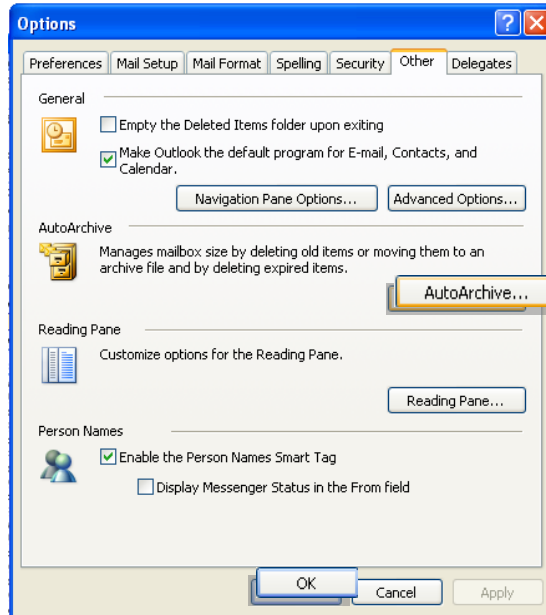
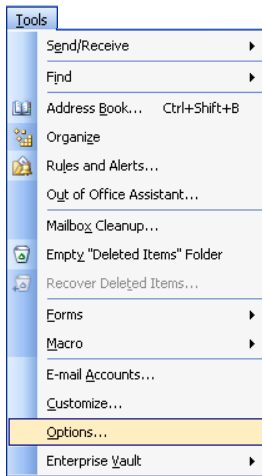
**Unable to display the folder**

The SPAM – Complain folder will now show up in your Favorite Folders area. The number of un-read emails listed next to it is the number of items that have been put in this public folder by everyone on the DII Exchange E-mail system. Only the DII Exchange E-mail system administrators have permission to view this folder.

Unable to display the folder. You do not have sufficient permission to perform this operation on this object. See the folder contact or your system administrator.

Once your Outlook account is built, you will need to turn off AutoArchive and add the Spam Complain folder to your favorites. If the "AutoArchive" section is not visible, this means it has already been disabled by your IT department and no further action is required by you.

To turn off AutoArchive; go to Tools -> Options -> Other tab, click on the AutoArchive button and uncheck "Run AutoArchive every xx days", Ok to the AutoArchive dialog box and OK to the Options dialog box.



Uncheck

